



FRANK BROCCOLINA
STATE COURT ADMINISTRATOR
(410) 260-1295 Fax: (410) 974-2066
frank.broccolina@mdcourts.gov

FAYE D. MATTHEWS
DEPUTY STATE COURT ADMINISTRATOR
(410) 260-1257 Fax: (410) 974-2066
faye.gaskin@mdcourts.gov

SHARON SAMPSON BALL
Executive Director
Human Resources
(410) 260-1283 Fax: (410) 974-2849
sharon.ball@mdcourts.gov

GRAY BARTON
Executive Director
Office of Problem-Solving Courts
2011-D Commerce Park Drive
Annapolis, Maryland 21401
(410) 260-3617 Fax: (410) 841-9850
gray.barton@mdcourts.gov

ROBERT J. BRUCHALSKI
Acting Executive Director
Judicial Information Systems
2661 Riva Road, Suite 900
Annapolis, Maryland 21401
(410) 260-1000 Fax: (410) 974-7170
philip.braxton@mdcourts.gov

ALLEN C. CLARK, III
Executive Director
Budget & Finance
(410) 260-1579 Fax: (410) 260-1290
allen.clark@mdcourts.gov

DAVID R. DURFEE JR.
Executive Director
Legal Affairs
(410) 260-1405 Fax: (410) 974-2066
david.durfee@mdcourts.gov

SUSAN HOWELLS
Executive Director
Procurement & Contract
Administration
(410) 260-1410 Fax: (410) 260-1749
raymond.mack@mdcourts.gov

CONNIE KRATOVIL-LAVELLE
Executive Director
Family Administration
(410) 260-1580 Fax: (410) 974-5577
pamela.ortiz@mdcourts.gov

DIANE S. PAWLOWICZ
Executive Director
Court Research & Development
(410) 260-1725 Fax: (410) 974-2066
diane.pawlowicz@mdcourts.gov

JESSICA PITTS
Executive Director
Emergency Preparedness & Security
(410) 260-3515 Fax: (410) 974-2066
jessica.pitts@mdcourts.gov

ROXANNE P. MCKAGAN
Director, Administrative Services
(410) 260-1407 Fax: (410) 974-2066
rocky.mckagan@mdcourts.gov

DEBORAH A. UNITUS
Director, Program Services
(410) 260-1291 Fax: (410) 260-3570
deborah.unitus@mdcourts.gov

ADMINISTRATIVE OFFICE OF THE COURTS
MARYLAND JUDICIAL CENTER
580 TAYLOR AVENUE
ANNAPOLIS, MARYLAND 21401

PLEASE REPLY TO:
2001-D Commerce Park Drive
Annapolis, Maryland 21401-2913
(410) 260-1291

MEMORANDUM

To: Persons Seeking Interpreting Assignments in the Maryland Courts
From: Ksenia A. Boitsova, Court Interpreter Program Administrator
Date: September 29, 2012
Subject: 1-Day Introductory Workshop on Court Interpreting

The Judiciary's March 2012 Introductory Workshop on Court Interpreting dates are listed below and on the attached *Request to Attend the Introductory Workshop on Court Interpreting* form. The workshops will be held at the Judiciary Education and Conference Center in Annapolis, Maryland. After completing the *Introductory Workshop on Court Interpreting*, foreign language candidates will need to undergo testing and training before being allowed on the Court Interpreter Registry as eligible interpreters.

Enrollment in the workshop is limited. **American Sign Language interpreters and speakers of the following languages are encouraged to apply: Arabic, Albanian, Bengali, Burmese, Cambodian, Georgian, Hindi, Foochow, Laotian, Punjabi, Nepali, Sinhalese, Swahili, Somali, Tagalog, Thai, Tamil, and Urdu.** Completed registration packages must be received by 4:30 p.m. on the registration deadline date to be considered for the workshop. Applications will be screened and acceptance to the workshop will be based on language, proficiency, education and/or experience and geographic location. Candidates who are not accepted into the workshop will have their application and fees returned and will need to reapply for a future workshop.

Workshop

September 29, 2012
(Foreign Languages)

September 13, 2012
(American Sign Language)

Registration Deadline

September 13, 2012

September 13, 2012

Registrations received after the above-listed deadline will not be accepted.

To attend the workshop, you must submit a **completed** registration package, which includes: 1) a **completed** *Request to Attend the Introductory Workshop on Court Interpreting* form, 2) a **completed** *Application to Attend the Introductory Workshop on Court Interpreting* form, 3) a **completed** *Authorization for Access to Records*, 4) a **completed** *Permission to Release Contact Information* form (optional) and 5) a check or money order in the amount of \$75.00 made payable to the Administrative Office of the Courts. Submit the completed registration package to:

**Administrative Office of the Courts
Program Services
2001-D Commerce Park Drive
Annapolis, MD 21401-2913**

Attach your current resume along with certificates and references that demonstrate your prior interpretation experience or training.

After the closing registration date, notice of confirmed acceptance (with additional information on the workshop) will be provided to each participant in advance of the scheduled workshop.

Applicants with any questions regarding completion of these forms should contact the Administrative Office of the Courts, Program Services at (410) 260-1291/Maryland Relay Service (800) 735-2258.

Enclosures

Request to Attend Introductory Workshop on Court Interpreting
Application to Attend Introductory Workshop
Permission to Release Contact Information
Authorization for Access to Records



ADMINISTRATIVE OFFICE OF THE COURTS
STATE OF MARYLAND



Request to Attend the Introductory Workshop on Court Interpreting

*Please Type or Print Legibly. Information on the form **MUST BE COMPLETE***

Language(s)/Dialect(s):

Title: _____ Last Name: _____ First Name: _____ M.I. _____
(Mr./Mrs./ Ms./Dr., etc)

Current Address: _____

City: _____ State: _____ Zip: _____ County: _____

Please accept my completed *Application to Attend the Introductory Workshop on Court Interpreting*. Please consider my application for the date I have indicated below. Hours are from 8:30 a.m. to 5:00 p.m.

Foreign Language 1-Day Session - (Application deadline September 13, 2012)

☐ **Saturday September 29, 2012**

American Sign Language 1-Day Session (Application deadline September 13, 2012)

☐ **Saturday September 29, 2012** (American Sign Language 1-day session)

Payment for registration enclosed ☐ Check ☐ Money Order (\$ 75.00 USD for the foreign languages session, \$ 75.00 USD for the American Sign Language session), made payable to:

Administrative Office of the Courts

I understand that the Administrative Office of the Courts (AOC) will send a letter or e-mail to acknowledge receipt of my application. A second letter will be sent after the deadline to inform me if I have been accepted and registered for the workshop. I agree to notify the AOC at (410) 260-1291/Maryland Relay Service (800) 735-2258 promptly should it become necessary for me to cancel my confirmed attendance, with the understanding that (1) my tuition payment will not be refunded if notification is given less than 1 week prior to the scheduled class, and (2) that if acceptable cancellation notification is received, my application and fee will be returned to me and I must reapply if I wish to attend any other scheduled workshop.

Signature

Date

Please specify any special accommodation(s) needed to participate in the Introductory Workshop on Court Interpreting due to the Americans with Disabilities Act:

The Maryland State Judiciary is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.

For AOC use only:

☐ Entered _____
☐ Background

☐ Accepted
☐ Rejected



ADMINISTRATIVE OFFICE OF THE COURTS STATE OF MARYLAND



Application to Attend the Introductory Workshop on Court

Interpreting

PLEASE READ INSTRUCTIONS CAREFULLY: Maryland court interpreters listed on the Court Interpreter Registry work on a freelance, "as needed" basis. Being accepted into the workshop, passing all the requirements, and being listed on the Registry does not guarantee full-time, part-time or contractual employment. If you are looking for permanent employment with the Maryland Judiciary, please visit the Maryland Judiciary website at: <http://www.courts.state.md.us/jobs/index.html>. Court interpreting requires much more than being bilingual. You must have native-like proficiency in both the target language and English. If you do not have this proficiency in both languages, it is strongly suggested that you improve your skills before applying for this workshop. You must submit all pages of this application. INCOMPLETE APPLICATIONS WILL BE RETURNED. Do not leave any fields blank. Our office requires all information in order to process your request.

APPLICANT INFORMATION

*Please Type or Print Legibly. Information on the form **MUST BE COMPLETE.***

LANGUAGE(S)/DIALECT(S):

Title: _____ Last Name: _____ First Name: _____ M.I. _____

Current Address: _____

City: _____ State: _____ Zip: _____ County: _____

Telephone number: _____ Primary: _____ Secondary: _____

E-mail address: _____

Your Current Employer: _____

JURISDICTIONS IN WHICH YOU ARE WILLING TO ACCEPT INTERPRETER ASSIGNMENTS:

☐ **Entire State** (May include driving up to 4 hours, *please choose only if you truly are willing to travel*)

- | | | |
|--|--|---|
| <input type="checkbox"/> Allegany County | <input type="checkbox"/> Charles County | <input type="checkbox"/> Prince George's County |
| <input type="checkbox"/> Anne Arundel County | <input type="checkbox"/> Dorchester County | <input type="checkbox"/> Queen Anne's County |
| <input type="checkbox"/> Baltimore City | <input type="checkbox"/> Frederick County | <input type="checkbox"/> Somerset County |
| <input type="checkbox"/> Baltimore County | <input type="checkbox"/> Garrett County | <input type="checkbox"/> St. Mary's County |
| <input type="checkbox"/> Calvert County | <input type="checkbox"/> Harford County | <input type="checkbox"/> Talbot County |
| <input type="checkbox"/> Caroline County | <input type="checkbox"/> Howard County | <input type="checkbox"/> Washington County |
| <input type="checkbox"/> Carroll County | <input type="checkbox"/> Kent County | <input type="checkbox"/> Wicomico County |
| <input type="checkbox"/> Cecil County | <input type="checkbox"/> Montgomery County | <input type="checkbox"/> Worcester County |

FORMAL EDUCATION

1. My education in the **United States** consists of the following: (Please type N/A if not applicable)

School	Name and Location of School	Primary Language of Instruction	Did you receive a degree/diploma?	Diploma/ Degree
Elementary or Middle School				
High School or High School Equivalency			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Undergraduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Graduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

2. My education in a **foreign country** where the language I want to interpret is spoken consists of the following: (Write N/A if not applicable)

School	Name and Location of School	Primary Language of Instruction	Did you receive a degree/diploma?	Diploma/ Degree
Elementary or Middle School				
High School or High School Equivalency			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Undergraduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College or University (Graduate)			<input type="checkbox"/> Yes <input type="checkbox"/> No	

LANGUAGE

3. I have lived in an English-speaking country and/or the United States for _____ years.

4. I have lived in a country where my target language is spoken for _____ years.

5. I learned English:

☐ Mostly at home in the U.S.

☐ Mostly at home in my country.

☐ In school.

Please explain:

6. I learned my target language:

☐ Mostly at home in my country.☐ Mostly at home in the U.S.☐ In school.

Please explain:

INTERPRETING EXPERIENCE

List your most recent interpreting experience:

[illegible]

COURT INTERPRETING EXPERIENCE

9. Do you have experience interpreting in court or any other legal setting?

☐ Yes

☐ No

If yes, please explain in detail:

TRANSLATION EXPERIENCE

10. Are you currently a translator, or are you interested in translation?

☐ Yes

☐ No

If yes, what kind of documents do you translate or expect to translate most frequently (check as many as apply):

☐ Documents for private industry

☐ Court documents

☐ School records

☐ Foreign driver's licenses

☐ Passports

☐ Birth certificates

☐ Baptism certificates

☐ Immigration documents

☐ Hospital records

☐ Inspirational material

List any other

☐
☐
☐
☐
FOREIGN LANGUAGE INTERPRETATION: (attach a copy of each certificate)

11. Do you currently hold any type of certification that may qualify you to work in the courts as a foreign language interpreter? (Federal, State, U.S. State Department, others)

☐ Yes

☐ No

If yes, please specify the type of certification, location/date of examination and the date of certification:

SIGN LANGUAGE INTERPRETATION: (attach a copy of each certificate)

12. Do you currently hold any type of certification that qualify you to work in the courts as a sign language interpreter? (RID: SC: L, CT, CSC, others)

☐ Yes

☐ No

If yes, please specify the type of certification, location/date of examination and the date of certification:

PROFESSIONAL INTERPRETER/TRANSLATOR AFFILIATION(S)

13. Please list current memberships or affiliations with professional interpreter or translator organizations:

- 1.
- 2.
- 3.

WHY DO YOU WANT TO BE AN INTERPRETER?

14. Please tell us why you have decided to become an interpreter and why you feel you are qualified to be one. (Please do not exceed the space provided). **You must complete this section for your application to be considered.**

**MARYLAND RULES OF PROCEDURE
TITLE 16 – COURTS, JUDGES AND ATTORNEYS
RULE 16-819 COURT INTERPRETERS**

Do you have, in a state or federal court of record, a pending criminal charge or conviction on a charge punishable by a fine of more than \$500 or imprisonment for more than six months unless pardoned or expunged in accordance with law?

☐ YES

☐ NO

NOTICE: A CRIMINAL BACKGROUND CHECK IS REQUIRED.

Eligibility to work: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. Citizens and lawfully authorized immigrant workers. Applicants who are selected for assignments may be required to show and verify authorization to work in the United States.

I am authorized to work in the United States.

☐ YES

☐ NO

I understand that an interpreter who accepts an assignment from a Maryland court is required to comply with the Maryland Code of Conduct for Court Interpreters found in the appendix to Rule 16-819, and may be required to demonstrate competency as evidenced by such criteria as completion of the Court Interpreter Orientation Workshop, passage of a certification examination, or criteria deemed necessary by the Maryland State Judiciary.

Printed name of applicant

Signature of applicant

Date



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Emergency Preparedness & Security
(410) 260-3515 Fax: (410) 260-3524
Jessica.Pitts@mdcourts.gov

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rocky.mckagan@mdcourts.gov

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MEMORANDUM

TO: Court Interpreter Candidates
FROM: Ksenia A. Boitsova, Court Interpreter Program Administrator
SUBJECT: Release of Telephone Number(s)

The Administrative Office of the Courts (AOC) receives requests from state agencies, lawyers, community groups, etc. for a copy of our Court Interpreter Registry.

If you want the AOC to release your name and contact telephone number(s), you must complete and return this form to:

Administrative Office of the Courts
Program Services
2001-D Commerce Park Drive
Annapolis, MD 21401-2913

PERMISSION TO RELEASE NAME AND TELEPHONE NUMBER(S)

The AOC has my permission to release my contact telephone number(s).

(Please Print).

Print Name

Primary Telephone Number

Secondary Phone Number

Other Phone Number

Street Address

Apt. Number

City

State

Zip

Signature

Date



Maryland Judiciary, Human Resources
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401

AUTHORIZATION FOR ACCESS TO RECORDS

Jurisdiction/Dept./Position Title: _____
(e.g. Talbot CC, Kent DC – Criminal/Traffic)

Office Location (Street/City): _____

APPLICANTS PLEASE READ, COMPLETE AND SIGN.

I hereby authorize access to any information about me, which may be found in the Criminal Records Central Repository, the Motor Vehicle Administration Driver Records Division, the District Court Systems or any other agency. I hereby authorize the Judiciary to investigate and report on references given by me including former employers, personal references, and educational institutions. I have been advised that this information may be used as a factor for employment consideration. In this connection, the following information is furnished.

Last Name	First Name	Middle Name	All other names previously used			
Social Security Number			Date of Birth	Month	Day	Year
Race	Gender	Height/Weight	Driver's License No. and Issuing State			
Current Physical Address (No P.O. Box #'s)		Street	City	County	State	Zip
List Addresses for the past ten (10) years		Street	City	County	State	Zip
1.						
2.						
3.						
4.						
5.						
6.						

I hereby consent to and authorize the release of personal information from my personal records and/or files.

Signature

Date

This section for Human Resources

Date	Signature of Verifier	Title

